



# Career Opportunities

with the

## West Virginia Department of Health and Human Resources

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## Office of the Secretary

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[DHHRSecretary@wv.gov](mailto:DHHRSecretary@wv.gov)

*"The definition of success – To laugh much; to win respect of intelligent persons and the affections of children; to earn the approbation of honest critics and endure the betrayal of false friends; to appreciate beauty; to find the best in others; to give one's self; to leave the world a little better whether by a healthy child, a garden patch, or a redeemed social condition; to have played and laughed with enthusiasm, and sung with exultation; to know even one life has breathed easier because you have lived – this is to have succeeded." Ralph Waldo Emerson*

### **Mission Statement**

The Department of Health and Human Resources' mission is to promote and provide appropriate health and human services for the people of West Virginia in order to improve their quality of life. Programs will be conducted in an effective, efficient and accountable manner, with respect for the rights and dignity of the employees and the public served.

### **Equal Employment Opportunity**

It is the policy of the Department of Health and Human Resources to afford all employees and prospective employees' equal opportunity in all aspects of personnel management, which include recruitment, selection, promotions, leave, benefits, training and regardless of race, color, religion, national origin, ancestry, disability, sex, genetic information, age, or Veteran or military service member status.

In providing service to the public, the DHHR shall be bound by Federal and State law and regulations and shall not discriminate because of religious

opinion, political affiliation, marital status, race, color, sex, age, national origin, ancestry, disability, genetic information or veteran's or military service member status. Further there shall be no use of DHHR facilities in furtherance of discriminatory practices.

The work sites of DHHR shall be free of discrimination and harassment. Corrective action will be taken immediately to address violations of State policies.

## **II. Benefits/Insurance**

### **ANNUAL LEAVE**

Accrual: Each employee shall be entitled to annual leave with pay and benefits. Rates of accrual is depending on the employee's length of service category and the number of hours of annual leave that may be carried forward from one calendar year to another. Annual leave cannot be accrued for hours worked beyond the normal workweek.

### **SICK LEAVE**

Accrual: Except as otherwise provided, each employee shall receive accrued sick leave with pay and benefits. Sick leave is earned at the rate of .06923 hours per hour paid. This equates to 18 workdays per year or 1 and 1/2 days per month. There is no limit on the amount of sick leave that can be accumulated.

### **OFFICIAL HOLIDAYS**

In accordance with Chapter 2, Article 2, of the West Virginia Code, as amended, official holidays are:

New Year's Day, first day of January;  
Martin Luther King's Birthday, third Monday of January;  
President's Day, third Monday of February;  
Memorial Day, last Monday of May;  
West Virginia Day, twentieth day of June;  
Independence Day, fourth day of July;  
Labor Day, first Monday of September;  
Columbus Day, second Monday of October;  
Veteran's Day, eleventh day of November;  
Thanksgiving Holiday, fourth Thursday and Friday of November (2 days);  
Christmas Eve twenty-fourth day of December (1/2 day)  
Christmas Day twenty-fifth day of December

New Year's Eve Day, 31 last day in December (1/2 day)

Any day on which an election (Primary or General) is held throughout the State; and, such other days as the President, Governor or other duly constituted authority shall proclaim to be legal holidays.

## **RETIREMENT**

The Department of Health and Human Resources is a participating agency in the West Virginia Consolidated Public Retirement Board. When an individual is appointed to a permanent position within the agency, he/she is required to join the Retirement System. The 4.5% contribution deducted from each employee's gross salary is more than matched by the Department's 10.5% share.

As an active Public Employee Retirement System employee, you would be eligible for full retirement benefits when you reach age 60, with five or more years of contributing service OR whether employed or not when your age plus years of contributing service are equal to or greater than 80 or not when your age plus years of contributing service are equal to or greater than 80 (excluding military service prior to July 1, 1961), with a minimum age of 55.

In order to qualify for a reduced retirement benefit, you must be employed and be at least 55 years of age and have ten or more years of credited service. If you have 20 years of credited service and are at least 55 years of age, you may also qualify for a reduced retirement benefit even though you are not currently working. If you leave employment before you are eligible to retire, a deferred annuity is payable when you reach age 62 if you had five or more years of contributing service and your funds were left on deposit with the retirement system. **Website:** <http://www.wvretirement.com>

## **INSURANCE BENEFIT CHOICES**

Basic Health and Life Insurance: PEIA offers an indemnity health plan, several managed care health plan options and a life insurance plan. This benefit provides basic hospital, surgical, major medical, prescription drug and other medical expense benefits, and a \$10,000 decreasing term life insurance policy with accidental death and dismemberment benefits.

**Basic Life Insurance Only:** This benefit provides for a **\$10,000** decreasing term life insurance policy with an accidental death and dismemberment benefit.

Employees and retirees who participate in one of these basic choices may also enroll for one or more of the Optional Benefit Choices. The insured must pay the total premium for any and all optional benefits.

**Phone :**(304) 558-7850 **Website:** <http://www.peia.wv.gov>

### **III. Education & Training**

The Department of Health and Human Resources (DHHR) Employee Education Reimbursement and Leave (EER/L) Program is designed to encourage and support the continued education of DHHR employees through undergraduate and graduate-level studies' reimbursement. To become eligible for participation in the EER/L program, you must be a full-time, permanent DHHR employee, must have completed your initial probationary period, and attend an accredited institution.

Degrees such as Associates, Bachelors, Board of Regents, Masters and Ph.D. are reimbursable through the EER/L program. Employees not wishing to pursue a degree, but desire to take a course(s) to maintain a license or certification, keep job qualifications current, meet CEU requirements or for ongoing education are also eligible for tuition reimbursement. The EER/L program reimburses DHHR employees up to \$1,400 for undergraduate courses and up to \$1,800 for graduate level courses four times a calendar year for tuition and course-related fees.

Education Leave with Pay is available to employees who require time off from work to attend courses not offered during the employees' non-work hours or courses not offered online. Certain criteria must be met in order to apply to the leave with pay program.

Both the Education Reimbursement and Education Leave with Pay programs have specific deadlines and grade requirements. The DHHR EER/L program requires all employees requesting reimbursement or education leave with pay to enroll in course(s) directly related to the employee's current job or future job opportunities within DHHR.

Once all requirements of the program have been met, the employee enters into a work obligation contract with DHHR. For each credit hour reimbursed

by the EER/L program, the employee is required to work for DHHR one month.

For more information on the Department of Health and Human Resources EER/L program, contact the EER/L Manager at (304) 558-6814, or visit the EER/L website at <http://intranet.wvdhhr.org/ops/ED/eerl.html>.

## **IV. Administrative Offices, Bureaus, Programs & Services**

### **Office of the Secretary**

The Secretary of the West Virginia Department of Health and Human Resources reports to the governor and is responsible for 6,000 employees and a budget in excess of \$3 billion. Reporting directly to the Secretary are three deputy secretaries, an assistant secretary, the inspector general, the human resources director and five bureau commissioners.

### **Deputy Secretary for Administration**

Provides oversight for the daily financial operations, professional management information systems, consulting and operational services.

### **Deputy Secretary for Federal and State Policy**

Promotes overall philosophy and image of DHHR, acts as a liaison to field offices and operations, represents the Cabinet Secretary at meetings and events, supports community outreach activities, fosters working relationships among state government agencies and ensures good federal and state relationships.

### **Deputy Secretary for Legal Services**

Provides timely and accurate legal advice and counsel to the Cabinet Secretary and Department officials, including the responsibility of coordinating all litigation activity through the Board of Risk and Insurance Management, Attorney General's Office and issuing legal opinions.

### **Assistant Secretary for Communications and Legislative Affairs**

Supports the Department of Health and Human Resources in effectively communicating its message and advocates, promotes and implements a communications system that focuses on issues and topics of interest.

### **Office of Human Resources Management (OHRM)**

Supports the Department in all personnel matters.

OHRM consists of 5 units. Employee Litigation, which takes care of matters dealing with grievances and any other legal issues. Employee Management, which deals with dismissals, workers compensation cases, EEO issues, and Safety and Loss. Employee Development, which takes care of all training and development for employees of DHHR. Employment Services, which deals with all technical processing for current and future employees as well as leave and attendance. Employee Recruitment and Retention, which deals with bringing in new employees and assisting other agencies on ways to retain their employees, as well as the Education Reimbursement Program for DHHR.

### **Inspector General (OIG)**

Is responsible for the evaluation of Department programs and providing assistance in developing program improvement plans. The OIG administers Medicaid Fraud Control, Quality Control, Board of Review, Civil Rights Compliance Officer and Investigations and Fraud Management. The OIG is also responsible for the oversight of the Resolution and Planning Team which serves as a high-level collaborative, cross-DHHR group that advocates and leads future planning within the Department.

### **Bureau for Behavioral Health and Health Facilities (BHHF)**

Plans, promotes and provides accessible, holistic, quality behavioral health services and supports through an integrated system of care.

Within BHHF's organizational structure are 2 psychiatric health facilities, 4 long-term care health facilities and one acute care and long-term care facility. BHHF helps communities, adults, children and families with the prevention and treatment of behavioral health issues.

Community outreach efforts focus on the development of partnerships to reduce the unhealthy stigma around behavioral health and encourages the integration of these conditions into conventional health care.

### **Bureau for Children and Families (BCF)**

provides an accessible, comprehensive system of services for West Virginia's children, families and adults. BCF works with these groups to help them achieve maximum potential and quality of life.



Primary financial support programs include: the Supplemental Nutrition Assistance Program (SNAP) and Medicaid and WVWORKS (TANF). Primary social services programs include: Child Protective Services, Foster Care, Adoption, Youth Services, Child Care, Adult Protective Services and Adult Social Services.

### **Bureau for Child Support Enforcement (BCSE)**

Assists a parent in establishing paternity and child support obligations and enforces and distributes support obligations. The BCSE also attempts to locate parents who are not paying their child support obligations. The services of the BCSE are available at no cost to all citizens regardless of whether they receive public assistance.

### **Bureau for Medical Services (BMS)**

Provides access to appropriate health care for Medicaid-eligible individuals. The bureau administers the Federal/State medical program in order to assure access to appropriate, medically necessary and quality health care services for all beneficiaries while maintaining accountability for the use of those resources.

### **Bureau for Public Health (BPH)**

Enhances the health of the public and offers public health services to all citizens of West Virginia.

Programs such as health promotion and disease surveillance and control help prevent disease and protect the public's health. Other programs assure the health and well-being of women, infants and children in the state. A comprehensive emergency medical services system helps to improve the lives of all West Virginians by reducing death and disability caused by emergency injuries. BPH also plays an important role in preparing West Virginia's health and medical system for serious public health threats such as natural disasters, pandemics and other large outbreaks.

### **Boards, Commissions and Authorities**

West Virginia Commission for the Deaf and Hard of Hearing: Works toward an environment in which the deaf or hard of hearing have an equal opportunity to participate as active, responsible, productive and independent individuals.

Developmental Disabilities Planning Council: Provides direct services such as early intervention, family support, community living arrangements, employment, and information and referral services to people with developmental disabilities, their families and care-givers.

Human Rights Commission: Receives and investigates alleged discrimination complaints and conducts educational services concerning discriminatory behaviors.

Women's Commission: Provides assistance, advocacy, education and training addressing issues from the perspective and needs of women.

Health Care Authority: Works toward containing health care costs while assuring reasonable patient access to care.

James H. "Tiger" Morton Fund Board (Catastrophic Illness Commission): Acts as a last resort for those in direct need of medical assistance once all other resources are exhausted.

Additional information about the Department of Health and Human Resources can be found on our Website at <http://www.wvdhhr.org>.

## **V. WV Division of Personnel Exam Information**

All information pertaining to West Virginia Division of Personnel (civil service) employment opportunities, the application and examination process, testing locations, job classification descriptions, and other related information can be found on the West Virginia Division of Personnel's Website :

<http://www.personnel.wv.gov/Pages/default.aspx>

The mailing address and contact information is outlined below.

West Virginia Division of Personnel  
1900 Kanawha Blvd., E.  
Building 6, Room 420  
Charleston, West Virginia 25305-0139  
Phone: (304) 558-3950 ext. 57207  
Fax: (304) 957-0141

## How to Apply

1. Read the Announcements on the WV Division of Personnel's Website.

The "Job Opportunities" Page contains links to all current job announcements. These announcements describe job titles which have current or expected vacancies. Select the titles which interest you. You must apply on or before the posted closing date and meet all minimum training and experience requirements. Follow any application instructions in the announcement. The type of examination, if any, will be indicated. There are two types of examination: 1) written and 2) unassembled (non-tested). If you have any questions, call (304) 558-3950, Ext. 57207.

2. Complete an Application of Examination Form.

You must complete an online application, using the online job application system (**NEOGOV**). You will need to create a secure account and select a Username and Password. After your account has been created, click the Create Application link to start your application. You **MUST** complete **all parts of the application, even if you include a resume. Your application can be saved and used to apply for several job titles or job postings. Each time you submit an application, we receive an electronic copy of your application.** Changes you make to your account application do NOT change previously submitted applications. If you must update a previous application, notify us by letter. For more detailed information about creating an account and an online application, please view **Employment Application Guide**. If you cannot apply online due to disability or other valid reason, call our office for paper application instructions. The posting will indicate if you are required to send copies of any post-secondary education or license verification (diploma, certificate). For veteran's preference, include one copy of DD-214. A photocopy of the application with an original signature and date is acceptable.

3. Submit Your Application

If a written test is required, submit an online application and then

report to the most convenient testing center on the day of the test. No appointment is necessary. There is no fee for testing. A photo ID is required. If you need accommodation for a disability, call the Division of Personnel. If no written test is required, simply submit your application online. Scores for jobs that do not require a written test are based on a rating of your training and experience.

An applicant who receives a passing score will have his/her name placed on a list of eligibles called a "register." There is a different register for each classification. Names are ranked on the register according to score, from highest to lowest. Scores for unassembled and written examinations are generally good for a period of one year. A name may be removed from a register prior to the one year period if:

- 1) The person cannot be contacted at the last known address.
- 2) The person refuses an offer of employment.
- 3) The person fails to respond to inquiries about availability for employment.
- 4) The person accepts employment under the Division of Personnel's Rules and Regulations.
- 5) The person requests his/her name be removed from the register.

**NOTE:** An individual will not be contacted when his/her name is removed from a register because the score is too old.

Applicants must wait at least 90 days before reapplying for an Unassembled Examination; however, since the rating process takes recency into account, a new rating could be higher or lower than the previous rating. A new rating for a classification voids the old rating. You must wait 90 days before repeating an examination; however, your new score could be higher or lower than your previous score. A new score for an examination voids the old score.

When selecting from a register list, a State agency must hire from among the top ten (10) currently available names on the register list, including any persons scoring the same as the tenth person. If there are more than 100 total available eligible, the agency may select any person scoring at or above the 90<sup>th</sup> percentile. This enables the agency to select from a larger group, and provides broader job opportunity to higher ranking eligible. Unless the agency requests a statewide register, only eligible available to work in the job

location are referred. It is the agency's responsibility to contact eligibles, conduct interviews, and make offers of employment.

### **VETERAN'S POINTS**

Applicants claiming eligibility for Veteran's Preference Points MUST provide a copy of their DD214 Form. A veteran may receive an additional 5 points if he/she received a Purple Heart Award (verified by the individual's DD214 Form) or if he/she has a compensable, service-connected disability. The disability must be verified by a letter from the Veteran's Administration, dated within the last 6 months, indicating that the individual is currently receiving disability compensation for a service-connected disability.

To estimate eligibility for WV Veterans Preference Points, access the Division of Personnel website:

[http://www.personnel.wv.gov/job\\_seekers/Pages/veterans.aspx](http://www.personnel.wv.gov/job_seekers/Pages/veterans.aspx)

### **RESIDENCY AND CITIZENSHIP**

West Virginia residency is not required. U.S. Citizenship is required; however, the Director of Personnel routinely waives this requirement. Aliens must be able to work legally in this country.

### **RECONSIDERATION AND APPEALS**

An appeal must be made within 10 days after the postmark on the Rejection Notice. The application will be reevaluated and the individual will be advised of the finding. An applicant who feels his/her score is inaccurate can also appeal for reconsideration. The WRITTEN appeal must be within 30 days after the postmark on the Score Notice. We do suggest that applicants who have questions about their scores contact the Division of Personnel by phone at **(304) 558-3950, Ext. 57207 or TDD (304) 558-1237** or at [www.state.wv.us/admin/personnel](http://www.state.wv.us/admin/personnel) before submitting a written appeal.

For more information or to ensure you meet minimum requirements for a job classification, contact a Division of Personnel counselor at (304) 558-3950, Ext. 57207 or TDD (for the hearing impaired only) at (304) 558-1237 before taking an examination.

## WRITTEN TEST CENTERS

### NO APPOINTMENTS NECESSARY

Please call 558-3950, Ext. 57207 for testing schedules.

Beckley	Raleigh Co. Academy of Careers and Technology	390 Stanford Road
Bridgeport	WV Junior College	176 Thompson Drive
Charleston	Workforce Office	Plaza East 1321 Morris St.
Elkins	Elkins Middle School	308 Robert E. Lee Avenue
Farmington	Marion Co. Tech Ctr.	Route 1
Huntington	Cabell Co. Career Tech Ctr.	1035 Norway Avenue
Martinsburg	Community & Technical College of Shepherd	400 W. Stephen Street
Moorefield	South Branch Job Service	Rt. 55E AST
Parkersburg	Parkersburg & Wood Co. Library	3100 Emerson Avenue
Princeton	Mercer Co. Technical Education Ctr.	1397 Stafford Drive
Welch	McDowell Co. Career & Technical	Ctr.Highway 52 South
Wheeling	Ohio Co. Public Library	52nd 16th Street
White Sulphur Springs	203 West Main Street	203 West Main Street

Note: Applicants for Office Assistant positions which require typing must take the written test and the typing test on the same day. At test sites other than Charleston you may take the Office Assistant for non-typing positions on any day that written testing is offered. In Charleston, Office Assistant testing for non-typing and typing positions is offered on the same day (call for schedule). The typing test is not available at Parkersburg and White Sulphur Springs test sites.

Test centers are closed on State holidays. Check the center schedules for other closure dates. If you have trouble locating a test center or need more information about test schedules, please call (304) 558-3950 Ext. 57207 for assistance.

## VI. WV Social Work Licensure

West Virginia Board of Social Work Examiners

P.O. Box 5459

State Capitol Complex, Bldg. 1, Room WB-9

Charleston, West Virginia 25301

Phone: (304) 558-8816

Fax: (304) 558-4189

Website: <http://www.wvsocialworkboard.org>

## VII. Licensing Boards & Contact Information

### ACCOUNTANTS

Website: <http://www.boa.wv.gov>

### ATTORNEYS

Website: <http://www.wvbar.org>

### BARBERS AND COSMETOLOGIST

Website: <http://www.wvbb.org>

### DENTAL EXAMINERS

Website:

<http://www.wvdentalboard.org>

### FUNERAL SERVICE EXAMINERS

Website:

<http://www.wv.funeralboard.com>

### MEDICAL IMAGING & RADIATION THERAPY

Website:

<http://www.wvrtboard.org>

### MEDICINE

Website:

<http://www.wvbom.wv.gov>

### NURSES, LICENSED PRACTICAL

Website:

<http://lpnbord.state.wv.us>

### NURSES, REGISTERED

Website:

<http://www.wvrnboard.com>

### NURSING HOME ADMINISTRATORS

Website:

<http://www.wtate.wv.us/wvnha>

### OCCUPATIONAL THERAPY

Website: <http://www.wvbot.org>

### PHARMACIST

Website: <http://www.wvbop.com>

### PHYSICAL THERAPISTS

Website: <http://www.wvbopt.com>

### PSYCHOLOGISTS

Website:

<http://www.wvpsychbd.org>

### SANITARIANS

Website:

<http://www.wvdhhr.org/phs/bors/index.asp>

## VIII. Selected Job Classifications

### ACCOUNTANT/AUDITOR 1

**Training:** Bachelor's degree from a regionally accredited college or university with at least **24 semester hours in accounting**.

**Substitution:** Certification or registration as a public accountant in West Virginia may be substituted for the training

### ADULT PROTECTIVE SERVICES WORKER TRAINEE

**Training:** Bachelor's degree in Social Work from a regionally accredited four-year college or university.

**Substitution:** Bachelor's degree in Sociology, Psychology, Counseling, Criminal Justice, Behavioral Science, Interpersonal Communications, Human Services, Education, Special Education, Elementary Education, or Secondary Education from a regionally accredited four-year college or university may be substituted for the degree in Social Work **OR** current West Virginia Social Work License.

**Special Requirement:** Eligible for Temporary Social Worker License **OR** Licensed as a Social Worker, Graduate Social Worker, or Certified Social Worker by the West Virginia Board of Social Work Examiners.

**NOTE:** Applicants may be appointed for a period not to exceed sixty (60) days from date of hire pending verification of licensure. Applicants must agree in writing to verify licensure within sixty days or be terminated. Employees working under this restriction shall not perform any social work duties until license is verified.

### CHILD PROTECTIVE SERVICES WORKER TRAINEE

**Training:** Bachelor's degree in Social Work from a regionally accredited four-year college or university.

**Substitution:** Bachelor's degree in Sociology, Psychology, Counseling, Criminal Justice, Behavioral Science, Interpersonal Communications, Human Services, Education, Special Education, Elementary Education, or Secondary Education from a regionally accredited four-year college or university may be substituted for the degree in Social Work **OR** current West Virginia Social Work License.

**Special Requirement:** Eligible for Temporary Social Worker License **OR**



Licensed as a Social Worker, Graduate Social Worker, or Certified Social Worker by the West Virginia Board of Social Work Examiners.

**NOTE:** Applicants may be appointed for a period not to exceed sixty (60) days from date of hire pending verification of licensure. Applicants must agree in writing to verify licensure within sixty days or be terminated. Employees working under this restriction shall not perform any social work duties until license is verified.

### CHILD SUPPORT SPECIALIST 1

**Training:** Bachelor's degree from a regionally accredited four-year college or university.

**Substitution:** Successful completion of a paralegal or legal secretarial training program may substitute for two years of the required training **OR** full-time or equivalent part-time paid experience in a legal setting which required performing legal research, reading and interpreting laws, preparing legal documents and assisting in the preparation and assessment of case files under the supervision of an attorney **OR** in debt collections, credit investigations, criminal investigations, law enforcement, **OR** as an Economic Service Worker, Child Support Technician 1, 2, or 3, or Family Support Specialist **OR** any combination thereof may substitute for the college training on a year-for-year basis.

**Special Requirement:** Availability of a vehicle for continuous use may be a requisite of employment.

### DATA ANALYST 1

**Training:** Graduation from an accredited four-year college or university including a course in methods of research and/or statistics or mathematics.

**Substitution:** Qualifying full-time or equivalent part-time paid experience in research and data compilation may be substituted for the required training on a year-for-year basis.

### ECONOMIC SERVICE WORKER

**Training:** Graduation from a regionally accredited four-year college or university.

**Substitution:** Any combination of additional training and/or full-time or the equivalent part-time paid experience interviewing clients, customers or the

public and evaluating the data against established standards and guidelines may substitute for the required training on a year-for-year basis, except experience in Economic Services work requiring program eligibility decisions may substitute for required training on a one year experience for two years of training.

### **FAMILY SUPPORT SPECIALIST**

**Training:** A bachelor's degree from a regionally accredited college or university.

**Substitution:** Any combination of college training and/or full-time or equivalent part-time paid experience in interviewing clients, customers or the public and evaluating the data against established standards and guidelines, or in a field of work where experience has been gained in helping troubled individuals and/or families toward normal social development may substitute for the required training on a year-for-year basis.

**Experience:** One year of full-time or equivalent part-time paid experience in interviewing clients, customers or the public and evaluating the data against established standards and guidelines, or in a field of work where experience has been gained in helping troubled individuals and/or families toward normal social development.

### **HEALTH SERVICE TRAINEE**

**Training:** Graduation from a standard high school or the equivalent.

**NOTE:** Preference for positions with the Department of Health and Human Resources may be given to applicants who have completed an approved Nursing Assistant course as listed below **OR** have a certificate of completion from another approved program **OR** have previously completed the Department of Health and Human Resources training program.

### **HEALTH SERVICE WORKER**

**Training:** Education equivalent to graduation from a standard high school or equivalent.

**Experience:** One year of full-time or equivalent part-time paid or volunteer experience in the care, treatment and development of the physically challenged or mentally ill or mentally retarded.

## HEALTH SERVICE WORKER

**Substitution** for Veterans Nursing Facility, Long Term Care Facilities (Hopemont Hospital, Lakin Hospital, John Manchin Sr. Health Care Center and Jackie Withrow Hospital and the long term unit located at Welch Community Hospital); Certification or registration as a Nursing Assistant or Nurse Aide may substitute for the above experience

**Special Requirement For Health Department:** Preference will be given to applicants who have completed an approved Nursing Assistant course from an approved Vocational Education Technical Center or other approved program or certification by Department of Health and Human Resources as Health Service Worker.

Applicants for positions in long-term care facilities or long term care units must meet the following requirements:

- 1) Registration with the Nurse Aide Registry by passing a written and manual skills competency evaluation; OR
- 2) Sit for the written and manual skills competency evaluation within twenty-four (24) months of completing a state-approved curriculum which includes at least eighty (80) hours of instruction and thirty-two (32) hours of clinical supervision; OR
- 3) Certification through reciprocity from an out-of-state program approved by the state agency.

## INVESTIGATOR 2

**Training:** Graduation from a regionally accredited four-year college or university.

**Substitution** Experience as described below may be substituted on a year-for-year basis for the required training.

**Experience:** Two years of full-time or equivalent part-time paid experience in investigative work.

**Special Requirements:** Possession of valid West Virginia driver's license and the availability of an automobile may be required. Qualification to possess and use firearms may be required.

## LICENSED PRACTICAL NURSE

**Training:** Current West Virginia License or temporary permit to practice as a licensed practical nurse. Successful completion of course in intravenous therapy and training in venipuncture permits the LPN to start intravenous fluids.

## NURSE 1

**Training:** Successful completion of an associate degree in nursing from a regionally accredited college or university or a diploma nursing program.

**Special Requirement:** Current West Virginia license or temporary permit to practice as a registered professional nurse.

## NURSE 2

**Training:** Successful completion of an associate degree in nursing from a regionally accredited college or university or a diploma nursing program; plus one year of full-time or equivalent part-time paid experience as a registered professional nurse. **OR** Baccalaureate degree in nursing from a regionally accredited four college year or university.

**Special Requirement:** Current West Virginia license or temporary permit to practice as a registered professional nurse.

## NURSE 3

**Training:** Baccalaureate degree in nursing from a regionally accredited four-year college or university and two years of full-time or equivalent part-time paid experience as a registered professional nurse **OR** successful completion of an associate degree in nursing from a regionally accredited college or university or a diploma nursing program and three years of experience as a registered professional nurse **OR** professional certification from a recognized national nursing certifying organization as a nurse or nurse practitioner in the area of assignment plus two years of full-time or equivalent part-time paid experience as a registered professional nurse. **OR** successful completion of an associate degree in nursing from a regionally accredited college or university or a diploma nursing program; plus baccalaureate degree in the area of behavioral sciences and two years of full-time or equivalent part-time paid experience in nursing **OR** Master's degree in nursing from a regionally

accredited four-year college or university.

**Special Requirement:** Current West Virginia license or temporary permit to practice as a registered professional nurse.

## NUTRITIONIST 1

**Training:** Graduation from a four-year college or university with a bachelor's degree in foods and nutrition, dietetics or public health nutrition; or a bachelor's degree in a related field with 12 hours in nutrition.

## PROGRAMMER ANALYST 1

**Training:** Bachelor's degree from an regionally accredited college or university in computer science or related field including but not limited to business data programming, business systems analysis, computer accounting, computer and information systems, computer servicing technologies, information systems management, data processing, or computer engineering **OR** an Associate's degree from an regionally accredited college, university or business school in computer science or related field including but not limited to business data programming, business systems analysis, computer accounting, computer and information systems, computer servicing technologies, information systems management, data processing, or computer engineering and eighteen months of full-time or equivalent part-time paid computer programming experience in one or more programming or data base languages.

**Substitution:** Three years of full-time or equivalent part-time paid computer programming experience in one or more programming or data base languages may substitute for the required training.

## SECRETARY 1

**Training:** Graduation from a standard high school or the equivalent.

**Experience:** Four years of full-time or equivalent part-time paid experience performing clerical duties at the Office Assistant 2 level, including typing, which must have included screening and routing telephone calls and correspondence, and composing routine correspondence.

**Substitution:** College hours or related business school or vocational training

may be substituted through an established formula for up to two years of the required experience.

### **SOCIAL SERVICE WORKER -1, 2 & 3 (Various Programs)**

**Training:** Bachelor's degree in Social Work from a regionally accredited college or university.

**Substitution:** Bachelor's degree in Sociology, Psychology, Counseling, Criminal Justice, Behavioral Science, Interpersonal Communications, Human Services, Education, Special Education, Elementary Education, or Secondary Education from a regionally accredited college or university may be substituted for the degree in Social Work **OR** current West Virginia Social Work License.

**Special Requirement:** Eligible for Temporary Social Work License OR Licensed as a Social Worker, Graduate Social Worker, or Certified Social Worker by the West Virginia Board of Social Work Examiners.

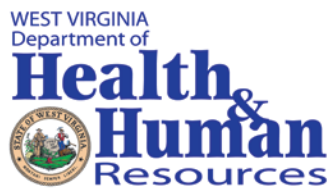
**Promotion Only:** In addition to the Special Requirement, two years of full-time or equivalent part-time paid experience as a Social Service Worker, Social Service Supervisor, Protective Service Worker, Protective Service Worker Trainee, Family Support Specialist or Family Support Supervisor.

### **SUBSTANCE ABUSE THERAPIST 1**

**Training:** Graduation from an accredited four-year college or university with a major in counseling, counseling and guidance, psychology, social work, education or a related social or behavioral science.

**Substitution:** Full-time or equivalent part-time specific experience in social work or counseling with substance abuse clients may be substituted on a year-for-year basis for the required training.

Paper verification of Degree (transcript) is not required for online applicants.



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